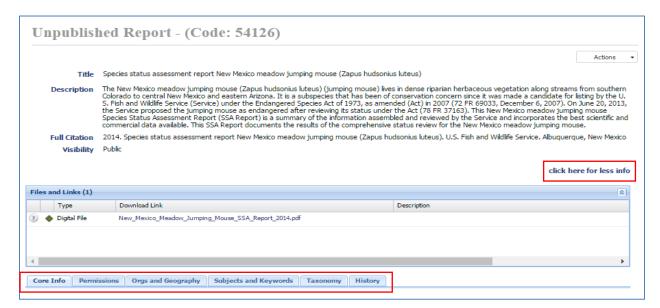# Introduction to the Full Reference Profile

This guidance provides an overview of the full reference profile in ServCat and describes the associated metadata that are found within the reference. This document builds on the "Introduction to the Simple Reference Profile" guidance and the full reference profile view may be preferred for users who are interested in learning more about the information resource or taking actions on the reference. It explores the following:

- **Viewing the Full Reference Profile** – Walks through the expanded record
- **Actions Option (FWS Only)** – Shows what actions are available to take on a reference
- **List of all Fields and their Respective Labels** – Breaks down the different labels a field may have

1 Viewing the Full Reference Profile

To view additional metadata for the reference, select the "**click here for more info**" located in the lower right corner of the simple reference profile view.

This will reveal six informational tabs for the reference and will appear directly beneath the **Files and Links** panel. These tabs may be hidden at any time by selecting the "**click here for less info**" option.

1.1 Core Info

The Core Info tab displays the most common attributes used to describe the information resource; including Title, Date Published, Author(s), Description, etc. If the reference is linked to a parent Reference via the "Is-Part-Of" relationship (i.e. Report Series, Newspaper, Journal Issue, etc.), it may appear at the bottom of the reference. The available fields within the Core Info tab may vary depending on the Reference Type.

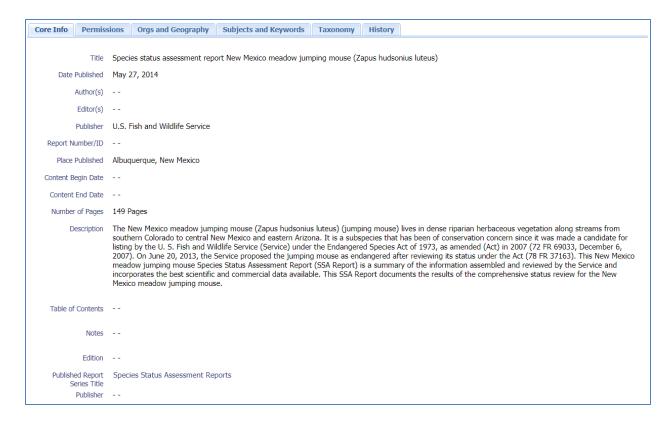The following fields are available in almost all Reference Types:

- **Title** – The title of the information resource.
- **Date Issued/Published** – The date the information resource was published, issued and/or made available for use (e.g., contain approval signatures).
- **Description** – The description or abstract describing the information resource.
- **Notes** – Additional notes about the information resource that are not found in the other fields.
- **Origination** – This indicates whether the USFWS was integral to the creation of the information.

The following fields are present in many Reference Types:

- **Content Begin/End Dates** – The starting/end dates of the content that the information resource refers to; this value is typically before the Date Issued/Published.
- **Purpose** – Describes why the information resource was created.
- **Miscellaneous Code** – This field name will differ, depending on Reference Type. It is the type of code or number used to describe the information resource, including generic codes, SOP numbers, project codes, report numbers, and status codes.
- **Number of Pages** – The total number of pages of the information resource.

The following fields are available in a few Reference Types (e.g., Conference Proceedings):

- **Table of Contents** – The table of contents found in the information resource.
- **Place Produced** – Information about where the information was created/published.
- **Volume** – A specific volume number, if assigned.
- **Issue** – A specific issue number, if assigned.
- **Page Range** – This refers to the page range (start to end) of the information resource.
- **Edition** – A specific edition number, if assigned.
- **Date Range** – In addition to Date Issued and content begin/end dates, some References have additional date modifiers. For instance, conference proceedings have the date of the conference.
- **Meeting Locations** – In a very few cases, meeting locations are important to document.

| Core Info | Permissions | Orgs and Geography | Subjects and Keywords | Taxonomy | History |

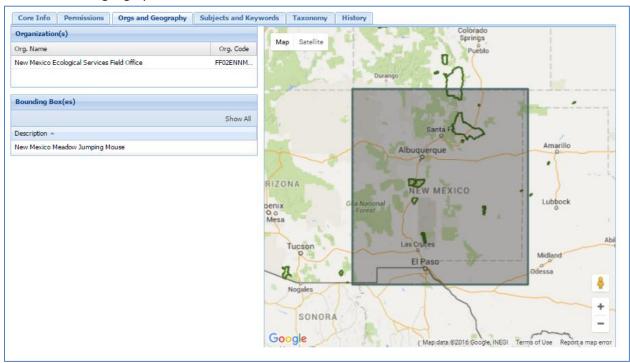|	
Title	Species status assessment report New Mexico meadow jumping mouse (Zapus hudsonius luteus)
Date Published	May 27, 2014
Author(s)	- -
Editor(s)	- -
Publisher	U.S. Fish and Wildlife Service
Report Number/ID	- -
Place Published	Albuquerque, New Mexico
Content Begin Date	- -
Content End Date	- -
Number of Pages	149 Pages
Description	The New Mexico meadow jumping mouse (Zapus hudsonius luteus) (jumping mouse) lives in dense riparian herbaceous vegetation along streams from southern Colorado to central New Mexico and eastern Arizona. It is a subspecies that has been of conservation concern since it was made a candidate for listing by the U. S. Fish and Wildlife Service (Service) under the Endangered Species Act of 1973, as amended (Act) in 2007 (72 FR 69033, December 6, 2007). On June 20, 2013, the Service proposed the jumping mouse as endangered after reviewing its status under the Act (78 FR 37163). This New Mexico meadow jumping mouse Species Status Assessment Report (SSA Report) is a summary of the information assembled and reviewed by the Service and incorporates the best scientific and commercial data available. This SSA Report documents the results of the comprehensive status review for the New Mexico meadow jumping mouse.
Table of Contents	- -
Notes	- -
Edition	- -
Published Report Series Title	Species Status Assessment Reports
Publisher	- -

1.2 Permissions

The Permission tab displays information related to the level of access to both the reference and associated files.

- **Reference Access Level** – The assigned level of access for the reference to be found.

- **File Access Level** – The assigned level of access for all added files in the reference to be viewed.

- **Sensitivity Designation(s)** – Indicates whether the information resource contains sensitive information.

- **Proprietary/Copyright Designation** – Indicates whether the information resource is copyrighted or has other use restrictions that would limit access to any files.

- **Quality** – Indicates the known quality of the information resource described by the reference.

- **Additional Use Constraints** – Clarification of any other use restrictions or considerations.

- **Data Stewards Permission to Edit** – Indicates whether Data Stewards are permitted to edit the reference to improve the metadata quality.

- **Reference Owners** – The list of individuals who have permission to edit the reference.

- **Permission to Download Files** – In cases where file access is restricted, the reference owners may give download permissions to specific individuals.

1.3 Orgs and Geography

The Orgs and Geography tab has two purposes. The Organization(s) section identifies the organization mentioned in the information resource or which organization and/or the organization that created the information resource. The Bounding Box(es) describes the overall spatial footprint of the information resource and its geographic relevance.

1.4 Subjects and Keywords

The Subjects and Keywords tab is entirely for the purpose of facilitating discovery.

- **Subject Categories** – One or more subjects selected from a defined list.
- **Keywords** – One or more free-form (i.e., not selected from a predefined list) keywords that are not found in the metadata of the Core Info tab.

1.5 Taxonomy

The Taxonomy tab indicates whether the information resource describes a specific living species (e.g., plants and animals). As with subjects and keywords, this attribution is primarily to facilitate discovery of References.

1.6 History

The History tab shows when the record was first created and when it was last edited and by whom.

2 Actions Option (FWS Only)

The Actions option at the top right of the screen provides other options related to this Reference. What actions are available depends on user permissions.

All FWS staff have the following two options from all Reference profiles:

- **Add to Collections** – Provides the ability to add this Reference to a Collection.
- **Clone** – Cloning is a useful tool in cases where an existing Reference has attributes very similar to the one you wish to create. Use this option when it is faster to copy and edit the metadata from an existing Reference than it is to enter metadata from scratch.

Reference Owners and Data Stewards have the additional option:

- **Edit** – Opens the edit interface to change all attributes, add/remove files, and establish relationships with other References.

Unpublished Report - (Code: 54126)

Actions ▾

Add to Collections

Clone

Edit

Title   Species status assessment report New Mexico meadow jumping mouse (Zapus hudsonius luteus)

Description   The New Mexico meadow jumping mouse (Zapus hudsonius luteus) (jumping mouse) lives in dense riparian herbaceous vegetation along streams Colorado to central New Mexico and eastern Arizona. It is a subspecies that has been of conservation concern since it was made a candidate for S. Fish and Wildlife Service (Service) under the Endangered Species Act of 1973, as amended (Act) in 2007 (72 FR 69033, December 6, 2007). the Service proposed the jumping mouse as endangered after reviewing its status under the Act (78 FR 37163). This New Mexico meadow jumping mouse Species Status Assessment Report (SSA Report) is a summary of the information assembled and reviewed by the Service and incorporates the best scientific and commercial data available. This SSA Report documents the results of the comprehensive status review for the New Mexico meadow jumping mouse.

Full Citation   2014. Species status assessment report New Mexico meadow jumping mouse (Zapus hudsonius luteus). U.S. Fish and Wildlife Service. Albuquerque, New Mexico

Visibility   Public

click here for less info